

THE  
MEADOWS  
EVENTS & CONFERENCE CENTER

# LIMITED BANQUET MENU



WELCOME

MENU

INFORMATION



## Thank you for your interest in The Meadows Events & Conference Center

The Meadows Events and Conference Center provides more than 34,000 square feet of versatile meeting and banquet space. It features more than 20 unique rooms, dozens of layout configurations, the latest audio and visual services, and chef prepared dishes. It is quite simply an event planner's dream.

Anyone that plans an event at The Meadows Events Center has access to the 168-room hotel and extensive casino. The award-winning Prairie Meadows Hotel offers luxurious rooms, impeccable service, and generous amenities that include a business center, airport shuttle, and direct casino access.

Our experienced event planners are dedicated to creating the best event for you, no matter your budget. Whether your event needs to be planned in six months or two days, our staff will be with you every step of the way.

When planning your next corporate meeting, trade show, or team-building event, you can be confident every detail – from customized menus to flawless presentation – will be taken care of by our dedicated event staff.

**Contact our sales department or visit us online:**  
**515.967.1000 | 800.325.9015**  
**[prairiemeadows.com](http://prairiemeadows.com)**

**MENU**

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# MENU

Breakfast

Dinner

Audio Visual

Breaks

Desserts

Professional Services

Lunch

Beverages

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# BREAKFAST

Continental Breakfast  
Plated Breakfast



# CONTINENTAL BREAKFAST

*Minimum of 50 guests. Pricing includes 1 hour of food service.*

## EARLY START **\$13** per person

- Boxed assortment of jumbo muffin, yogurt, and fresh clementine oranges
- Orange juice and bottled water

# PLATED BREAKFAST SELECTIONS

*Orange juice, Seattle's Best™ regular and decaffeinated coffee, and Teavana™ hot teas served at a station.*

## THE MEADOWS\* **\$15** per person

Scrambled eggs topped with colby jack cheese, served with two strips of bacon, two sausage links, and herb roasted potatoes O'Brien

## BREAKFAST SANDWICH **\$16** per person

Fried eggs with choice of bacon, ham, or sausage and colby jack cheese on a croissant, served with herb roasted potatoes O'Brien



# BREAKS

Beverages  
Specialty Breaks





## BEVERAGES

*Beverage stations will have an attendant. Beverage stations lasting longer than 4 hours will incur an attendant fee of \$100.*

### BASED ON CONSUMPTION

- Lemonade, orange juice, iced tea **\$29** per gallon
- Seattle's Best™ regular and decaffeinated coffee, Teavana™ hot teas **\$36** per gallon
- Assorted Coca-Cola® soft drinks, bottled water **\$3** each
- Red Bull® and Sugarfree Red Bull® **\$5** each

## SPECIALTY BREAKS

*Specialty breaks include assorted soft drinks and bottled water. Specialty Breaks are priced per person and require a minimum of 25 guests. Pricing includes 45 minutes of food service.*

### HEALTHY BREAK **\$9** per person

- Individual Yogurt, Fruit Kabob, Vegetable Skewer, Granola Bar

### SNACK BREAK **\$10** per person

- Individual bags of plain and BBQ potato chips, Nacho Cheese Doritos, Chex Mix, and trail mix

### COOKIE JAR BREAK **\$11** per person

- Chocolate chip, sugar, oatmeal raisin, peanut butter, and white chocolate macadamia nut cookies

*Based on two pre-wrapped cookies per person.*



## LUNCH

Plated Luncheon

Vegetarian

Grab & Go Boxed Lunches



# PLATED LUNCHEON

*All plated lunches served with Seattle's Best™ regular and decaffeinated coffee and iced tea service.  
Hot entrees served with side salad and ranch dressing.*

## SANTA FE SALAD \$17

Marinated chicken breast on a bed of fresh greens with pico de gallo, avocado, black beans, and green onions topped with fried tortilla strips and chipotle ranch dressing

*Substitute grilled shrimp for \$5*

## VEGETABLE WRAP \$16

Roasted vegetables with lettuce, tomato, provolone, and hummus wrapped in a wheat tortilla, served with a side salad and Italian vinaigrette

## RED PEPPER PESTO CHICKEN \$18

Chilled, pesto-marinated chicken breast served on a ciabatta roll with lettuce, tomatoes, grilled onions, and provolone cheese topped with red pepper pesto mayonnaise, served with a side salad and ranch dressing

## SANTA FE CHICKEN WRAP \$18

Chilled, marinated chicken breast with lettuce, black bean and corn salsa, colby jack cheese, and chipotle mayonnaise wrapped in a wheat tortilla, served with a side salad and ranch dressing

*Omit the chicken for a vegetarian option.  
Substitute grilled shrimp for \$5*

## CLUB CROISSANT \$19

Sliced turkey, ham, smoked bacon, lettuce, tomato, and colby jack cheese on a buttery croissant with Dijon mustard and mayonnaise, served with a side salad and ranch dressing

## CHICKEN MARSALA\* \$23

Seared chicken breast topped with shallots, garlic, and fresh mushrooms in a creamy Marsala wine sauce. Selection of one vegetable and one starch.

## BOURBON CHICKEN \$23

Lightly seasoned chicken breast topped with a creamy bourbon sauce. Selection of one vegetable and one starch.

## HERB ROASTED PORK LOIN\* \$23

Slow-roasted pork loin topped with a sweet apple chutney. Selection of one vegetable and one starch.

## HOMESTYLE MEATLOAF \$23

Thick slice of meatloaf topped with house made ketchup. Served with selection of one vegetable and one starch.

### Vegetable Options\*

*Asparagus, green beans with red peppers, baby carrots with tops, broccoli, fresh medley of squash, zucchini, and red onion*

### Starch Options

*Boursin mashed potatoes, cheesy potatoes, wild rice pilaf\*, risotto, macaroni and cheese, herb roasted baby red potatoes\*, Yukon ranch gold potatoes\**



# VEGETARIAN

*Please contact your event coordinator for vegetarian menu pricing*

## **PORTABELLO STACK\***

Grilled balsamic-marinated Portobello mushroom with a mélange of fire roasted vegetables and caramelized onions, topped with a mushroom ragout

## **VEGGIE STIR FRY (VEGAN)**

Fresh vegetables stir fried and tossed with blackened tofu in a light plum sauce served over a bed of Asian rice

## **VEGETABLE LASAGNA**

Savory lasagna with a mélange of roasted vegetables in a tomato basil sauce, topped with Italian cheeses

## **VEGGIE WRAP (LUNCH OPTION ONLY)**

Marinated and grilled red and green peppers, yellow squash, zucchini, and Portobello mushrooms topped with fresh greens and shredded carrots, wrapped in a wheat tortilla.  
*Cheese available upon request.*

# GRAB & GO BOXED LUNCHES

*Includes selection of bottled water or soft drinks, assorted chips, chef's choice pasta or potato salad, fresh cookie, plastic cutlery pack, and condiments*

**ONE SANDWICH SELECTION \$21**

**TWO SANDWICH SELECTIONS \$22**

**THREE SANDWICH SELECTIONS \$23**

## CHOICE OF:

BREAD	MEAT	CHEESE
• Croissant	• Ham	• Colby jack
• Rye	• Roast beef	• Provolone
• Wheat	• Roast turkey	• Swiss

*Sandwiches served with lettuce and tomato*







## DINNER Plated Dinners

# PLATED DINNERS

*Includes served salad with ranch dressing, choice of one vegetable and one starch, Seattle's Best™ regular and decaffeinated coffee, and iced tea. Steaks served medium to medium well.*

## CHICKEN MARSALA\* \$29

Seared chicken breast with shallots, garlic, and fresh mushrooms in a creamy Marsala wine sauce

## FILET OF BEEF\* \$38

Herb rubbed beef tenderloin with brandy shallot demi-glace

## HALIBUT\* \$35

Expertly seared halibut steak topped with a silky champagne cream

## SAVORY APPLE CHUTNEY PORK LOIN\* \$30

Tender pork loin paired with a sweet apple chutney.

## CHICKEN AND BEEF TENDERLOIN MARSALA\* \$42

Seared chicken breast accompanied by tender beef tenderloin topped with creamy mushroom Marsala sauce

## BEEF TENDERLOIN AND SHRIMP WITH LOBSTER SAUCE\* \$44

Herb roasted beef tenderloin accompanied by sautéed shrimp with a lobster butter sauce

## PORK LOIN AND BEEF TENDERLOIN\* \$42

Sliced pork loin and herb roasted beef tenderloin served with a white wine herb Parmesan sauce

## HORS D'OEUVRES

*Please contact your event coordinator for availability*

### Vegetable Options\*

*Asparagus, green beans with red peppers, baby carrots with tops, broccoli, fresh medley of squash, zucchini, and red onion*

### Starch Options

*Boursin mashed potatoes, cheesy potatoes, wild rice pilaf\*, risotto, macaroni and cheese, herb roasted baby red potatoes\*, Yukon ranch gold potatoes\**

## DESSERTS



### NEW YORK CHEESECAKE \$7

Traditional cheesecake topped with chocolate or raspberry sauce

### DULCE DE LECHE CHEESECAKE \$7

Traditional cheesecake infused and topped with dulce de leche sauce

### MINI DESSERT PLATE \$7

Chef's choice of three mini desserts

### TIRAMISU \$7

Layers of ladyfingers dipped in rum-infused coffee with cream cheese mousse

### SEASONAL MOUSSE TART \$5

Light and fluffy French vanilla mousse with fresh seasonal berries in a flaky tart shell

### CHEF'S SWEET CREATION CUPCAKES \$7

#### CHOICE OF:

- Red velvet cupcake with cream cheese frosting
- Dulce de leche cupcake with sweet buttercream frosting and candied pecans
- Lemon delight cupcake filled with lemon curd
- Chocolate fantasy cupcake filled with chocolate ganache, topped with chocolate mousse
- Carrot cake with cream cheese frosting

### CHOCOLATE CAKE \$7

Two-tiered chocolate cake iced with a luscious chocolate cream cheese frosting

### COCONUT CREAM PIE \$7

Graham cracker crust filled with creamy homemade coconut filling topped with sweet whipped cream (served only)





# BEVERAGES

*Your price is based on consumption*

## **SPIRITS \$7 Cash / \$6.50 Host**

Bombay Sapphire Gin, Bacardi Superior Rum, Malibu Coconut Rum, Captain Morgan Spiced Rum, Maker's Mark Bourbon, Jack Daniel's Whiskey, Crown Royal Canadian Whisky, Dewar's White Label Scotch, Jose Cuervo Especial Gold Tequila, Tito's Vodka, Disaronno

## **WINE \$7 per glass Cash / \$6.50 per glass Host**

### **Sycamore Lane**

Cabernet, Chardonnay, Merlot, Pinot Grigio, Pinot Noir, White Zinfandel

## **DOMESTIC BEER \$6 Cash / \$5.50 Host**

Bud Light, Budweiser, Busch Light, O'Doul's (nonalcoholic)

## **ALUMINUM BOTTLED BEER \$7**

Bud Light, Budweiser, Busch Light, Michelob Ultra

## **PREMIUM BEER \$7 Cash / \$6.50 Host**

Corona Extra, Michelob Ultra

## **NONALCOHOLIC \$3**

Coca-Cola®, Diet Coke®, Sprite®, Mello Yellow®, bottled water, canned juices

## **RED BULL® \$5**

*Bar set up fee \$150 per bar*

*Bar sales less than \$350 will incur an additional \$100 fee*



## AUDIO VISUAL

Please contact your coordinator for pricing.

# PROFESSIONAL SERVICES

## **ENTERTAINMENT BOOKING**

Thinking about having live entertainment at your event? Let our Entertainment Coordinator provide you with options that fit your style and budget. Our staff will ensure you receive quality entertainment at a fair price.

## **TELEVISION**

Prairie Meadows' television department has the technology to turn any event into a quality television production. Through the use of our fully equipped television studio, we have the capability to record, broadcast, and create video graphics of your event.

## **AUDIO**

Let The Meadows' talented entertainment staff assess your live audio and production needs. We have complete access to everything from concert audio sound systems to smaller club PA systems, including front of house mixing and monitor boards, backline instruments, and amplifiers.

If you are interested in any of these services, please visit with your Sales or Event Coordinator to arrange an appointment with our entertainment or television staff. All professional services require a 21-day notice.

## **DÉCOR**

The following complimentary decor is available upon request: 90"x90" square black or white table linens, choice of black or white napkins, one mirror tile table centerpiece per table, and three battery-operated LED tealights with glass frosted votives per table. Additional decor is available for a fee.





# The Meadows Events & Conference Center

*The event team at Prairie Meadows strives for excellence in every event we manage.  
Here are some tools for you and your planning team to review.*



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# The Meadows Events & Conference Center

## DIRECTIONS



### From the West

Take I-80 east to exit 142. Turn right onto Hwy 6. Take Hwy 6 to Adventureland Dr. Turn left onto Adventureland Dr. Take Adventureland Dr. to Prairie Meadows Dr. Turn right onto Prairie Meadows Dr.

### From the East

Take I-80 west to exit 142. Turn left onto Hwy 6. Take Hwy 6 to Adventureland Dr. Turn left onto Adventureland Dr. Take Adventureland Dr. to Prairie Meadows Dr. Turn right onto Prairie Meadows Dr.

### From the North

From I-35, merge onto I-80 east via exit 137A toward Davenport. Travel four miles to exit 142. Turn right onto Hwy 6. Take Hwy 6 to Adventureland Dr. Turn left onto Adventureland Dr. Take Adventureland Dr. to Prairie Meadows Dr. Turn right onto Prairie Meadows Dr.

### From the South

From south of Des Moines on I-35, take exit 68 to merge onto Hwy 5 south. Travel on Hwy 5 for 23 miles. Take exit 83 toward Altoona. Turn right onto 8th St. SW. Take 8th St. SW for 1.6 miles. Turn left onto Prairie Meadows Dr.

### From the Airport

Exit the airport via Cowles Dr. Turn right onto Fleur Dr. Travel on Fleur Dr. for 2 miles. Take the entrance ramp for Hwy 5 south toward Knoxville. Travel on Hwy 5 for 16.5 miles. Take exit 83 toward Altoona. Turn right onto 8th St. SW. Take 8th St. SW for 1.6 miles. Turn left onto Prairie Meadows Dr.

### Parking

Parking is free at Prairie Meadows.

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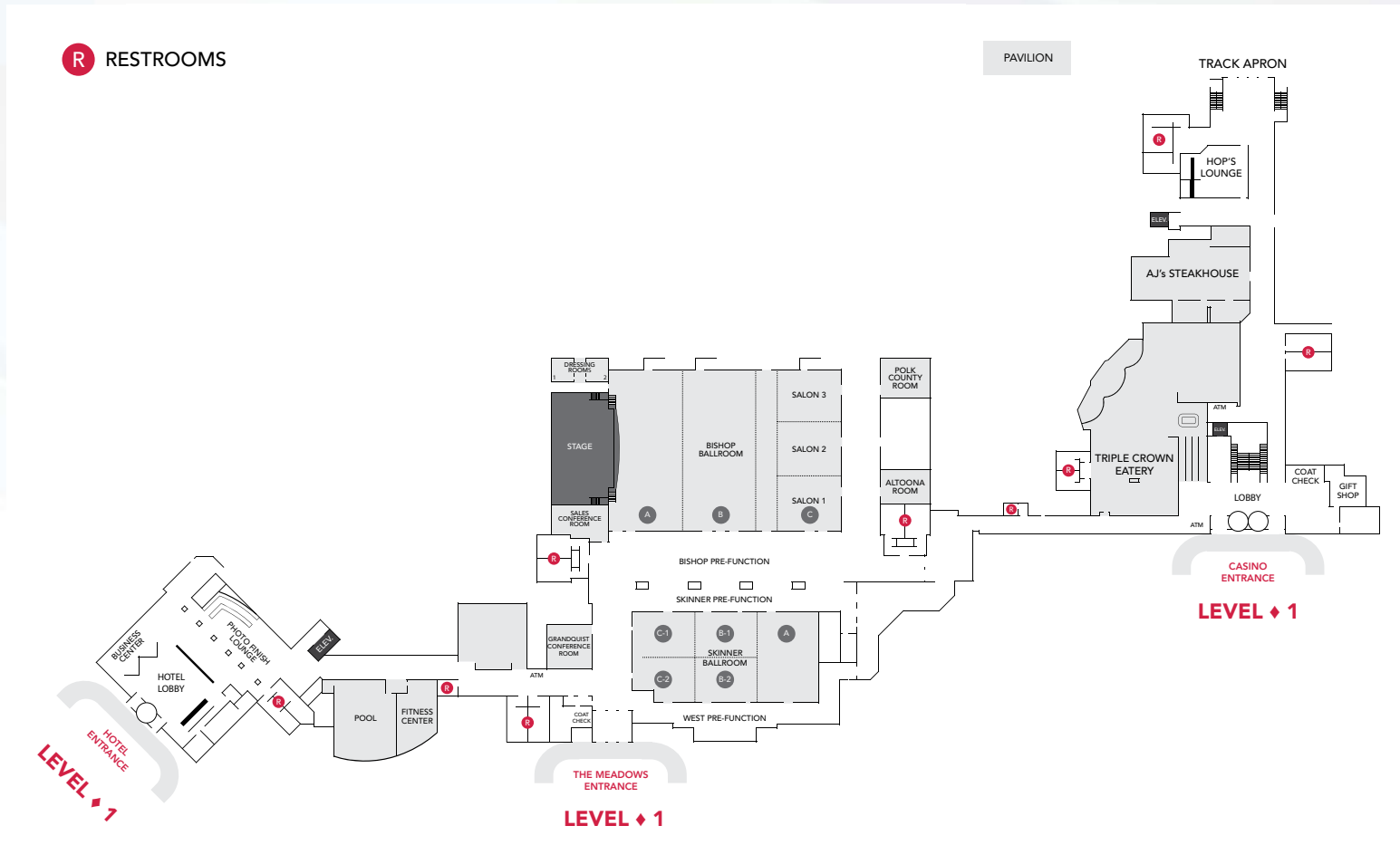
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# The Meadows Events & Conference Center

## HOTEL & CASINO MAP



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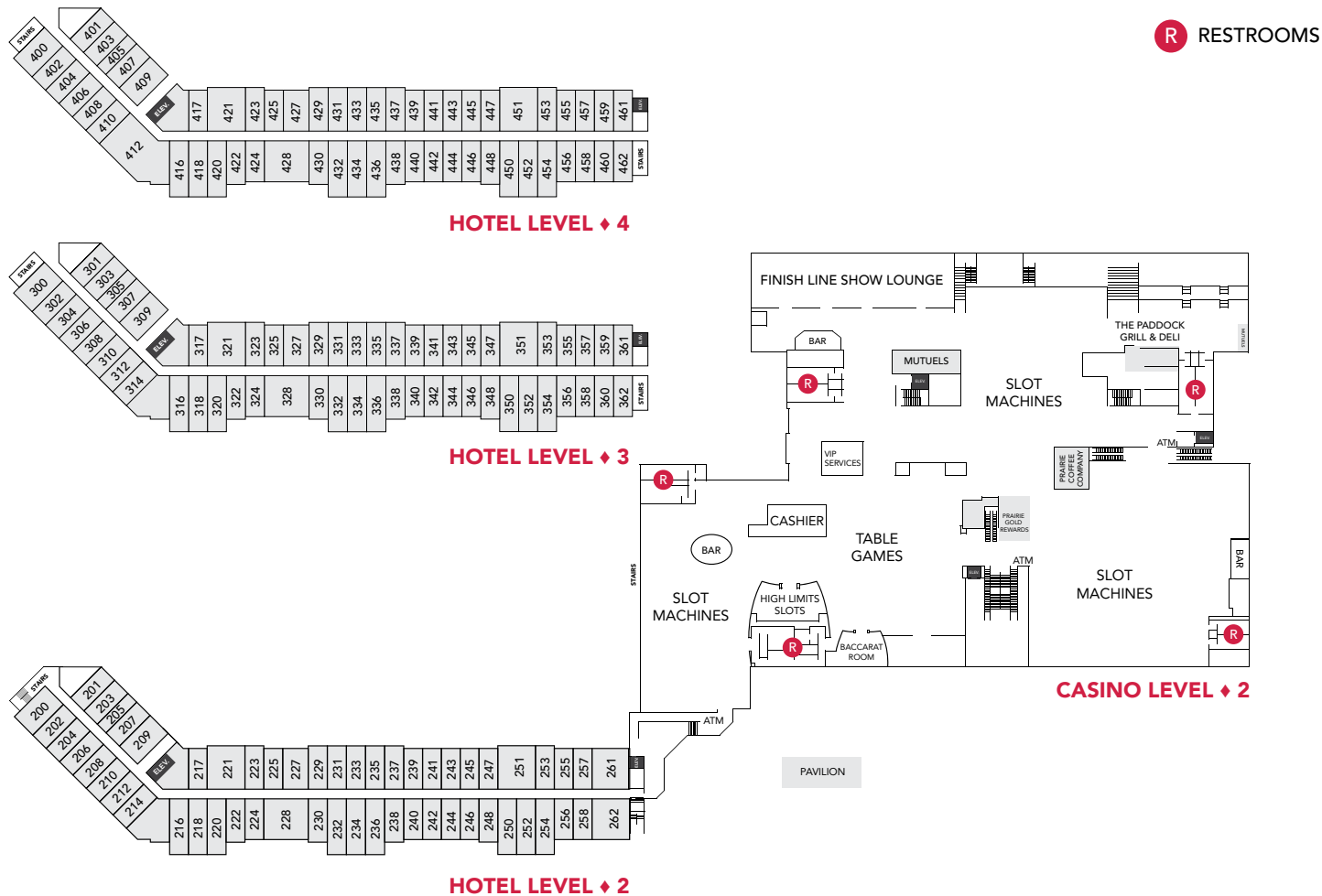
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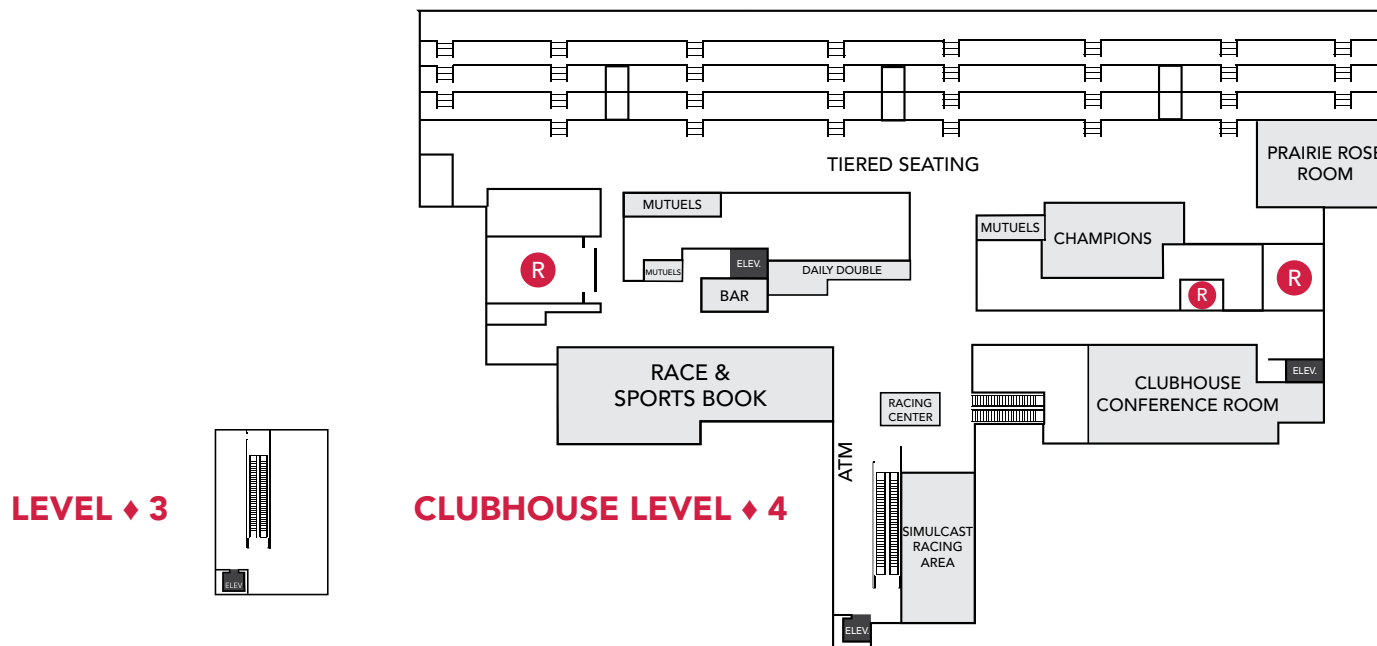
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# The Meadows Events & Conference Center

## HOTEL & CASINO MAP

**R** RESTROOMS



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## SEVERE WEATHER EVACUATION PLANS & POLICIES

### EVENTS CENTER

All guests and employees will be moved into Bishop and Skinner Ballrooms.

### POOL/FITNESS CENTER

All guests and employees will be moved into the bar/lounge area.

### FRONT DESK STAFF

Staff and guests will proceed to the bar/lounge area.

### GUEST ROOMS

Guests and employees will be directed to move to the hotel hallways or inner stairwells.

All guests and staff must remain in designated areas until safe to return.

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## GROUP RÉSUMÉ

The résumé is the most important document that we put together for your meeting. It communicates your specific requirements to each department at Prairie Meadows. For your convenience, we have put the résumé into a questionnaire format. Please return the completed résumé to your Event Coordinator at least 30 days prior to your arrival date.

Group Name: \_\_\_\_\_ Group Profile: \_\_\_\_\_

Post As : \_\_\_\_\_ Who are the attendees? \_\_\_\_\_

Dates: \_\_\_\_\_ What is their profession? \_\_\_\_\_

Main Contact/Event Planner: \_\_\_\_\_ What is the focus of the convention? \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_ What is the general age range of attendees? \_\_\_\_\_

Payment Method: \_\_\_\_\_ Anything else that might help the hotel staff better serve the particular needs of your guests? \_\_\_\_\_

Billing Address (If Direct Bill): \_\_\_\_\_

Total In-House Guests: \_\_\_\_\_ **Overflow Hotels** If room blocks have been secured at other hotels, please complete this section.

Exhibitors: \_\_\_\_\_ Hotel: \_\_\_\_\_

Drive-in/Local: \_\_\_\_\_ Hotel: \_\_\_\_\_

Transportation/Shuttle Requests: \_\_\_\_\_ Would your group be interested in slot or table games promotions? \_\_\_\_\_

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## FOOD & BEVERAGE TASTING

### ALCOHOLIC BEVERAGE SAMPLING

Wine, beer, and liquor tasting by outside vendors is allowed at Prairie Meadows with pre-approval and under the following conditions:

- The tasting portion must be
  - No more than two 1/2 oz. of any brand of alcoholic liquor
  - No more than two 1 oz. tastes of any brand of wine
  - No more than two 2 oz. tastes of any brand of beer or high alcohol content beer
  - No more than two 2 oz. tastes of a mixed drink or cocktail
- The entity conducting the tasting may not sell, or conduct a transaction on Prairie Meadows' property for the purchase of the product sampled. (Please note the only time this IS allowed is if it is a licensed Iowa Native Winery and the tasting is in a public area.)

### COOKING & FOOD SAMPLING

Cooking food products in the meeting space is strictly prohibited. Warming appliances and chafers may be utilized. All appliances shall be listed by a national testing agency, i.e., Underwriters Laboratory. Client must inform The Meadows in advance of an event regarding the power requirements for each appliance in use to ensure even power distribution. Food and beverage samples must not be greater than 2 oz. and must be manufactured, processed, or distributed by the Client. For public health reasons, restrooms may not be used as Client clean-up areas. Securing of all necessary licenses, permits, and insurance is the responsibility of the Client.

*A fee will apply for the use of storage, kitchen, and prep areas.*

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### **BARS**

Beverages purchased within Prairie Meadows are not allowed to leave the Prairie Meadows facility. The service of alcoholic beverages to individuals under 21 years of age is prohibited by law. Proper identification will be required by anyone who appears to be under the age of 30. Any guest providing alcoholic beverages to minors at an event will be referred to security/law enforcement and may be subject to arrest and/or citation. Prairie Meadows reserves the right to decline alcohol service to an individual for any reason. Prairie Meadows will provide (1) one bartender and (1) bar for every 100 expected guests. Additional bars and bartenders may be added for every additional 50 guests (approximately). Bar and bartender fees apply for additional requested service beyond this standard. Bar service concludes at 11:45pm. We do not serve doubles or pour shots for any event. Guests may only use cash or credit cards to purchase drinks. Credit cards must be closed out at the time of the purchase; no credit card tabs may be ran. Prairie Meadows requires that all events with the service of alcohol include food service as determined by the Event Coordinator. We reserve the right to discontinue alcohol service for any event.

### **EVENT DAY ADDITIONS**

Any additional items that are not included in the Banquet Event Order must be approved and signed for by the Client. These items will be charged to the Client accordingly. Please note that we will do our best to accommodate event day additions. However, we cannot guarantee that specific menu items will be available. Same day food increases are subject to an additional charge.

### **GUARANTEE COUNTS**

Guarantee counts are required for all catered food and beverage events. Final attendance must be confirmed seven (7) business days in advance. If a guarantee number is not provided, the original expected number will be used for food preparation and billing; this number will be your guarantee and is not subject to reduction. However, increases in guarantees may be accepted up to 72 hours prior to the function, subject to product availability. Identical menu items are not guaranteed and substitutions may be required. Same day food increases are subject to an additional charge of 1.5 times the original menu price. Final billing will be based on your guarantee number or number of guests served should you exceed the guarantee number. We will set and prepare food for 3% over the guarantee.

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### MENU SELECTIONS

Menu selections are required four (4) weeks in advance. Our Event Coordinators can propose customized menus to meet your specific needs. All menu prices will be confirmed by your Event Coordinator. Prairie Meadows must provide all food and beverages for your event. No food or beverage of any kind will be permitted to be brought into the facility by the Client or any of the Client's guests. Due to various health issues, you may not remove event food or beverages from the facility. We will try to accommodate special dietary requests including but not limited to food, nut, and gluten allergies, and vegetarian/vegan options. You must make all special dietary requests four (4) weeks prior to the event. Consuming raw or under cooked meats, seafood, poultry, shellfish, or eggs may increase your risk of food-borne illnesses. Regarding the safety of these items, written information is available upon request. Prices subject to change.

### SERVICE CHARGE & SALES TAX

A 22% service charge and 7% sales tax will be applied to all food, beverage, and services at Prairie Meadows. Subject to change without notice.

### AMERICANS WITH DISABILITIES ACT (ADA)

Prairie Meadows is sensitive to those with special needs, and complies in all respects with the Americans with Disabilities Act (ADA) and regulations issued there under. We also require our Clients to comply with all provisions of the ADA.

### ANIMALS

For the safety and comfort of all our visitors, animals are not permitted in Prairie Meadows except in conjunction with an exhibit, display, or performance approved in advance by Prairie Meadows. The Client is responsible for obtaining all appropriate permits and liability insurance. Guide, signal, or service dogs (as defined by Law) are allowed in The Meadows. All sanitary needs for animals are the responsibility of the Client. Additional charges may apply for sanitation preparations, clean up, or if sanitation needs are not met.

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### **CHARITY WINE & BEER AUCTION PERMIT**

Authorized nonprofit entities wishing to auction wine and/or beer in conjunction with their event at Prairie Meadows may do so, as long as a valid Charity Wine & Beer Permit issued by the Iowa Alcoholic Beverages Division is obtained and a copy provided to us. It is the responsibility of the nonprofit entity to know and adhere to all of the regulations surrounding the permit. Alcoholic beverages awarded as gifts or prizes by an event may not be opened or consumed on Prairie Meadows' property. It is suggested that gifts/prizes be handed out as guests exit the facility.

### **EVENT FLOOR PLAN & CAPACITY**

Prairie Meadows requires prior approval of all Client-produced event floor plans. We will not approve floor plans that do not meet fire code regulations. The Meadows staff can assist you in creating a viable floor plan for your event. We will adhere to maximum occupancy levels as designated by the City of Altoona. Prairie Meadows reserves the right to restrict further attendance into these spaces in order to protect public safety.

### **SMOKING POLICY**

Per the Iowa Smoke Free Air Act, smoking and use of electronic cigarettes will only be allowed in the designated gaming areas on Casino Level 2 and designated hotel rooms in the Hotel. Smoking of cigarettes or electronic cigarettes will not be allowed in the following areas: outdoor public space, The Meadows Events Center, Level 4 including the Prairie Rose Room, north turf side dining, terrace seating area, Pavilion, Track Apron, and Hospitality Tent.

### **TRASH REMOVAL**

For events producing excessive trash, a trash removal fee will be charged to the Client. It is the Client's responsibility for removal of bulk trash, crates, lumber, pallets, and packing materials prior to event function and at event conclusion. Any removal of these items by Prairie Meadows' personnel will incur a charge.

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## MAIL / SHIPPING / PACKAGE INSPECTION

If it is necessary for you to ship materials to Prairie Meadows, each item must be properly packed and marked with 1) the organization's name and contact, 2) date of the function, and 3) name of The Meadows contact. For your safety and security, cartons, packages, or other containers brought in or removed from Prairie Meadows by the Client, Client's guests, invitees, employees, and agents may be subject to inspection. Boxes, packages, and/or display materials will be accepted no earlier than three (3) days prior to the scheduled event date. The Meadows reserves the right to refuse packages which appear damaged and in any event, assumes no liability for the condition of the contents of such packages. Additionally, storage for items received prior to three (3) days and/or not removed following the conclusion of your event may be assessed storage fees. Returned shipping/packaging fees will apply. Prairie Meadows will not accept any responsibility for damage to or loss of any merchandise or articles left in the facility prior to, during, or following the Client's function.

Incoming packages and boxes to The Meadows are to be addressed as follows:

### **Prairie Meadows**

**Ms. Jane Doe (Hotel Guest or Meeting Planner, Reservation #)**

**Function or Group Name & Date**

**The Meadows Contact (Event Coordinator)**

**1 Prairie Meadows Drive**

**Altoona, Iowa 50009**

Shipments of more than 10 boxes and any boxes heavier than 70 lbs. must receive prior approval from your Event Coordinator. Handling and storage fees for large shipments will apply.

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**Our receiving & distribution (R&D) area is on the northeast side of the building (see map on page 59).**

- Back up to Dock #4 (aka Sally Port), which is the garage door/dock closest to the entry door.
- Use the employee entrance, located by Dock #4, ring the bell at the far door to check in with security control.
  - Present your driver's license to security control to receive a temporary IRGC yellow badge\* and proximity card.  
The proximity card will give you access to employee areas of the facility.
  - Please be prepared to share the following information: name of the event, name of your Prairie Meadows' contact, and the areas of the facility you will be accessing.
- Once checked in, security or R&D staff will open the garage door for you.
- Back your vehicle inside the building. Security or R&D staff will shut the first garage door and open the interior door for unloading.
- If needed, obtain a cart from R&D staff. Unload your vehicle and take your items to the room/area for your event.  
Depending on Sally Port usage, our staff may ask you to move your vehicle immediately after unloading, before taking items to the room.
- All vehicles need to be parked in our main lot. You must enter through any of our guest entrances – The Meadows, Casino main or south entrances, or Hotel. If you do not need to access employee areas after unloading, return your badges\* to security control to receive your driver's license.

*\*Badge must be worn and visible in secure areas. Guests are not allowed to gamble or drink alcohol while in possession of an IRGC temporary badge.*

**If you will arrive during a specific timeframe, please let your contact know and our staff will check the dock schedule. Generally, there are no scheduling issues, but we do have to be aware of other scheduled deliveries. A similar schedule will be needed for load out time.**

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### LIFTS

For the safety of employees and Clients, only trained and certified persons may operate forklifts. Services will be contracted for a minimum of one (1) hour at a rate of \$150 per hour. Utilization exceeding one (1) hour will be calculated and rounded up in .25 hour increments. This charge will appear on the Banquet Event Order (BEO) and final bill.

Scissor lifts may be utilized by the Client or Client's agent, at their own risk, after an orientation by a facility staff member and a waiver has been signed. Client will be responsible for any and all damages to equipment and facility. A \$450 rental fee will apply per day for client operated use. A \$60 per hour (4-hour minimum) will apply for a Prairie Meadows operator.

### RIGGING

For public safety reasons, Prairie Meadows Event Coordinators must receive prior approval for all rigging. The Meadows reserves the right to retain consultants at the Client's expense to review or verify rigging specifications. Nothing may be attached to any electrical or mechanical system. This includes ducts, electrical conduit or raceways, plumbing, acoustical baffles, and sprinkler pipes. Rigging may only be attached to structural members. All rigging in The Meadows shall be in accordance with all national, state, and local safety codes, including, but not limited to, OSHA and BOCA. A structural rigging point map can be provided by The Meadows.

### STAFFING SERVICES

Prairie Meadows requires the use of its employees to be paid for by the Client at the prevailing rate for the following categories: security officers, first aid/EMT, ticket sellers, ticket takers, ushers, valet, and other similar categories of personnel. Determination of the number of personnel and the hours worked by the various categories shall be at the discretion of The Meadows management after consultation with the Client.

### ELECTRICAL CHARGES

Electrical needs exceeding existing 120 volt/20 amp wall plug service must be arranged in advance and will be charged accordingly. Additionally, installation and labor charges, and rental of necessary equipment will be assessed. All equipment must have UL listing. All power strips and extension cord charges will appear on the BEO at the conclusion of your event.

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## BANQUET EVENT ORDERS

### **BANQUET EVENT ORDER**

We will provide a Banquet Event Order (BEO) outlining the details and pricing prior to your event. You will be asked to sign the Banquet Event Order, and agree to the charges prior to your event. Our printed menus are for general reference. We will be happy to propose customized menus to meet your specific needs. All prices listed are subject to change.

### **DRINK TICKETS**

For accountability and billing purposes, all drink tickets for hosted bar events must be printed and provided by Prairie Meadows. Events that wish to provide guests with pre-purchased drink tickets may do so through the Event Coordinator prior to the start of the event. All pre-purchased tickets will be charged to the function master account and cannot be redeemed for credit. It is recommended that conservative estimates are used for drink tickets. Additional tickets may be purchased through the Event Captain during the event. Soft drinks and bottled water will be charged at half of the ticket price.

### **CORKAGE**

Clients hosting an event will be permitted to provide their own wine to guests as long as the following requirements are met:

- The wine was provided by a private individual who purchased it from an Iowa licensed retailer. A copy of the receipt documenting the purchase must accompany the wine.
- The wine was provided by an Iowa retail beer or wine permittee.
- Organization provides Prairie Meadows written documentation stating that the product was acquired as stated above.
- Wine must be served exclusively by Prairie Meadows' staff.
- Prairie Meadows will receive and store the wine one (1) day prior to the event. All unused, unopened wine must be removed from the property the following day.
- Wine brought into our facility will be subject to an applicable corkage fee.

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## NETWORK / INTERNET / TELEPHONE

### TELEPHONES AND INTERNET

Telephone lines, phones, and hard-wired internet access are available. Long distance toll charges will be billed after the event. Wireless internet access is available free of charge in The Meadows Events Center area of the facility.

### NETWORK AND INTERNET CONNECTIONS

Client may not attach any hardware or software to any networking or internet access services provided by Prairie Meadows, or allow its attendees to do so, other than hardware and software approved by Prairie Meadows or end user equipment (such as laptops and mobile phones, but excluding routers or networking equipment) owned by attendees that agree to any applicable terms of use required to access the services. If the Client is permitted by Hotel to attach a router or other wireless networking equipment to Prairie Meadows' network, it shall not use a network identifier (i.e., a Service Set Identifier or SSID) that contains the Prairie Meadows' name without approval from Prairie Meadows, or other name to which Prairie Meadows reasonably objects. Prairie Meadows may require Client or its attendees to remove any hardware or software from Prairie Meadows' network or otherwise prevent hardware or software from connecting to Prairie Meadows' network without notice and without refund.

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## INSURANCE & SAFETY REGULATIONS

### INSURANCE

Prairie Meadows may require you to provide a Certificate of Insurance (COI) as proof of insurance coverage naming Prairie Meadows as an additional insured. COI will be required for all events that have the following activities, but not limited to: animals, vehicles, open flame, cooking, food samples, kitchen use, entertainment with acts of danger, or exhibits. The certificate must contain the following language: "Prairie Meadows Racetrack and Casino, Inc., and Polk County Government, its Elected Officials, Employees Agents, and Assigns are additional insured on the general liability policy with regards to operation of the named insured. Waiver of subrogation in favor of additional insured on the worker's compensation policy".

### SAFETY & FIRE CODE REQUIREMENTS

The safety of all occupants of Prairie Meadows is of primary concern. The Meadows will not allow any activity or any condition we deem unsafe at our facility. Prairie Meadows' security personnel and local law enforcement routinely patrol leased event space. Pyrotechnics are prohibited. All activities must comply with local fire codes and may be subject to inspection by the Fire Marshal of the City of Altoona.

### COSTUMES/MASKS

Due to the nature of Prairie Meadows' daily operating business and security/surveillance policies, any person who intends to dress in costume or wear a mask in conjunction with a contracted event, must carry a valid government issued photo ID with them at all times. Guests dressed in costume wearing a mask or face paint are NOT allowed on the Casino Levels 2 or 4 floor at any time.

### CAPACITIES

We will adhere to maximum occupancy levels as designated by the City of Altoona. Prairie Meadows reserves the right to restrict further attendance into these spaces in order to protect public safety.

### DAMAGES

Client is responsible for any damage done to the function room, complimentary decor items, or any other part of the facility by the Client, his/her guests, invitees, employees, independent contractors, or other agents under Client's control except normal wear and tear. Prairie Meadows' representatives and Client should inspect all rented space prior to event and at the conclusion to determine existing conditions. You will be informed of any damages after your event with a written report and photographs.

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## DECORATION & SIGNAGE

### DECORATIONS

The method and location of decor installations must be approved in advance by Prairie Meadows' management. Arrangements for floral centerpieces, special props, and entertainment may be made through your Event Coordinator. All decorations must meet the approval of Prairie Meadows' management and be in accordance with the Altoona Fire Department rules and regulations.

Prairie Meadows will not permit the affixing of any items to the walls or ceilings of rooms. Any violation of the guidelines may result in additional fees being charged. The following is a list of guidelines:

- Candles or any apparatus with an open flame is prohibited.
- No one may tape, nail, tack, or otherwise fasten decorations of any kind to ceilings, painted surfaces, columns, walls, or windows.
- Decorations may not block doors, fire extinguishers, sprinklers, emergency equipment signage, emergency exits, or lighting systems.
- All decorating materials must be constructed of flameproof material or be treated with an approved fire retardant solution.
- No one may use or distribute duct tape, adhesive-backed decals, or stickers anywhere on the premises.
- Glitter and confetti materials may not be used in any area of the building.
- If helium balloons become detached from a display, a labor cost to retrieve the balloons will be charged. Distribution of individual helium balloons in The Meadows is not allowed. For safety reasons, compressed gas cylinders used to inflate balloons must be properly secured to prevent toppling and be removed from public space before the guests enter.
- The Client will be responsible for removal and clean up of any plants, hay, or similar materials used for decorating purposes.

### SIGNAGE, POSTERS, & BANNERS

All signage must be of a printed nature and meet the approval of Prairie Meadows' Event Coordinators. Banners, signs, pictures, notices, or advertisements may only be placed in locations, and by methods, approved in advance by The Meadows. No signage, banners, posters, playbills, or any other items can be taped, stapled, or affixed to any surface in the building. We require posters be mounted on easels and/or individual holders. Handwritten signs are prohibited. With advance notice and a minimum of 48 hours, our staff will hang one banner at no charge. Additional signage requests will incur a labor charge. At the conclusion of the event, all posted signage must be removed by the Client or Client's agent. Any materials left behind will be disposed of and the Client will be billed at the prevailing labor rates to remove. Prairie Meadows will supply customizable plotter signs for your use. These will be charged on your banquet check at \$10 per plotter sign. Please see your Event Coordinator for more information.

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# The Meadows Events & Conference Center

## VEHICLE DISPLAY & PARKING

### VEHICLES & MOTORIZED EQUIPMENT ON DISPLAY

Prior approval must be obtained from Prairie Meadows as some vehicles are not allowed within the facility. A Certificate of Insurance is required for all vehicle displays. Motor vehicles utilizing flammable fuels on display shall have no more than 1/5 tank or five (5) gallons of fuel in the tank, and at least one battery cable shall be disconnected from the ignition system. Ignition keys for vehicles on display must be given to the Banquet Captain and will be held for the duration of the event. Vehicles must be clean and dry, plastic must be placed underneath the vehicle to catch any possible leakage, and carpet pads must be placed under each wheel. Prairie Meadows will lay plastic under the area for a fee of \$25 per hour plus material. Prairie Meadows does not allow any type of vehicle or motorized equipment with treads into the facility. Fees will be assessed if a Prairie Meadows' staff member is required to move a vehicle at the conclusion of the event. Prairie Meadows is not held liable for damages that occur from a Prairie Meadows' staff member moving a vehicle. The Client/Vendor is responsible for any and all damages incurred by the vehicle.

### PARKING

Parking is free at Prairie Meadows. We also offer complimentary valet and parking lot shuttle services. Our valet service at the main Casino entrance is available 24 hours on weekends and 8am – midnight on weekdays. Parking lot shuttle hours are 4pm - 2am on Fridays and Saturdays.

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## MOVE IN / MOVE OUT

Move in and move out times are between 6am and 12am (Midnight). The Event Coordinator must approve any exceptions to this time frame. Please note that move in/move out times may be subject to other event set up and traffic. A fee of \$50 per hour will be charged to Client for staff supervision during move in/move out.

Prior to move in, a Client representative and the Banquet Captain will walk the area for an official inspection.

At this time, cleanliness and state of repair will be noted, and any cleaning or repairs needed will be scheduled. This includes all areas the Client will be utilizing, e.g. parking lot, driveways, loading dock, service hallways, foyers, event space, etc.

At move out, a Client representative and the Banquet Captain will walk the areas utilized, both inside and out, for a final inspection.

Mutually agreed upon damages caused by the Client or their exposition/production company will be recorded and submitted to the Event Coordinator and Group Sales Manager. Repairs will be coordinated with Prairie Meadows facilities department. All labor and materials will be billed to the Client at cost. Full payment is required within thirty (30) days of billing date.

Client will be responsible for leaving all utilized areas of Prairie Meadows in the same condition as were noted at move in, less normal wear and tear.

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## EXHIBIT INFORMATION

### **PACKAGE 1\*** - \$60

- Up to 10' x 10' of 8' tall black pipe & drape
- 8' table with cloth & skirt and two chairs
- Wastebasket
- 110-volt electric – power strip and extension cord
- Sign
- Maintenance, set-up, tear-down, and clean-up

### **PACKAGE 2\*** - \$30

- 8' table with cloth & skirt and two chairs
- Wastebasket
- 110-volt electric – power strip and extension cord
- Maintenance, set-up, tear-down, and clean-up

### **A LA CARTE**

- 110-volt electric – power strip and extension cord  
\$15\* per outlet
- Table (8' cloth & skirt with 2 chairs)  
\$15\* per table

### **OTHER**

If Client is supplying their own pipe & drape, Client is responsible for all supplies – pipe & drape, signage, tables, chairs, wastebaskets, etc. Prairie Meadows will charge \$15\* per booth for electric as well as the Exhibitor Liaison fee of \$60 per hour with 4 hour minimum. The Exhibitor Liaison will need to be present the entire time the Client or its representative is loading in, setting up, tearing down, etc.

\*One-time fee only for booths up to 3 days. Forklift additional.

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